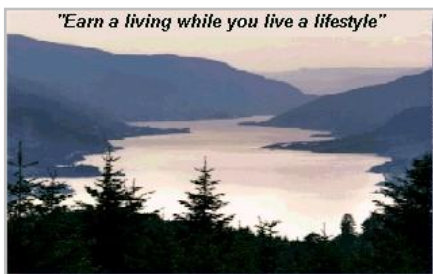




WASHINGTON STATE DEPARTMENT OF
Natural Resources



ASSISTANT MANAGER – ECONOMIC SERVICES

WMS Recruitment

The Washington State Department of Natural Resources (DNR) seeks a creative and dedicated professional to manage the Economic Services section of our Office of Budget and Economics. The Economic Services Manager oversees the development of agency economic analysis, studies, and revenue forecasts. This senior level position will also play a key role in providing leadership on natural resource issues within the state of Washington.

AGENCY MISSION AND CHALLENGE:

The mission of the DNR is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. The DNR also provides leadership in creating a sustainable future for the Public Land Trusts. The DNR manages over five million acres of state-owned land, over 1300 employees, and operates with a biennial budget of approximately \$400 million. You can find more information about the department at our [DNR home page](#).

SALARY: \$56,575-\$64,536 annual salary range, plus a full benefit package.

CLOSING DATE: September 30, 2003 @ 5:00 p.m.
This recruitment will remain open until the position is filled.

LOCATION: Olympia, Washington (heart of the great Pacific Northwest)

JOB PROFILE:

This management position is responsible for overseeing the development of all agency economic analysis and studies and the DNR revenue forecasts. This includes:

- Establishing the scope and methodology of critical economic analysis and financial analysis;
- Setting standards for reporting results and communicating with internal and external stakeholders;
- Identifying emerging economic/financial issues that drive agency policy, developing recommendations and strategies for achieving agency outcomes within available resources;
- Developing related policy, setting goals and objectives;
- Substantial responsibility in preparing and administering the agency revenue budget;
- Overseeing development and communication of detailed, confidential, and proprietary economic/financial analysis and revenue forecast information;
- Responsibility for legislative relations and public information relative to the economic analysis and revenue forecasts;
- Managing a unit of 4.5 FTEs and annual budget of \$450,000 as part of the Office of Budget and Economics;

DESIRABLE QUALIFICATIONS:

- Masters degree or higher in Finance, Business Administration, Economics, or Forest, Natural Resources or Agricultural Economics;
- Profession experience leading and supervising in a team environment to produce high-level financial and economic analysis;
- Knowledge of techniques for conducting revenue forecasts, economic studies and/or complex financial analysis;
- Knowledge of budgeting and accounting practices;
- Program management skills and experience including policy development, developing goals and objectives, and performance management;
- Skills in planning and directing major projects and work schedules;
- Ability/experience leading and managing within a team environment;
- Performance management skills;
- Demonstrated ability to communicate complex fiscal issues orally and in writing to a variety of audiences;
- Networking and stakeholder skills;
- Knowledge of legislative processes and practices.

APPLICATION PROCESS: E-MAIL submittals are preferred, but we'll accept hard copies.

Interested and qualified candidates should submit a letter of interest (not more than two pages) and a current resume.

A supplemental questionnaire and request for examples of work product may be required.

Please send your materials to:

Jody Flynn

E-mail: jody.flynn@wadnr.gov

Department of Natural Resources

1111 Washington St SE 3rd Floor

PO Box 47033

Olympia WA 98504-7033

For **more information contact** Debra Chamberlin at (360) 902-1228, debra.chamberlin@wadnr.gov or Jody at (360) 902-1134, jody.flynn@wadnr.gov. For other [DNR job opportunities](#).

APPLICANT PROFILE SHEET (optional)

If you have decided to apply for this position, the Department of Natural Resources would appreciate your **voluntary** cooperation in filling out the Applicant Profile Sheet and sending it in with your application materials. This information is for reporting purposes only and is *strictly confidential*.